

Community Service

Pending Evaluation of Internal Submission

The City of Locust Grove seeks all qualified individuals (1) within the current employ by the City for the position of Maintenance Worker I. Applications for this position will be taken until May 15, 2012 and then opened to persons outside the City beginning May 16, 2012 until May 21, 2012. Note that all job seekers are subject to the Personnel Policy, including successful drug screening prior to any job offer as well as being subject to the 1-Year Working Test Period regardless of current employment within the City.

Job Title: Community Service Program Supervisor (Grade 54)

Job Summary: This position is responsible for supervising Community Service crews as part of the City Court probationary and fine program. This position plans, organizes, directs and supervises workers as a maintenance crew for landscaping duties, public works projects, and certain construction activities primarily around the Municipal Complex Campus, the Locust Grove Cemetery, and public parks throughout the city. Work is under the coordination of the Municipal Court Clerk under direction by the Police Chief.

Major Duties:

- Operates light equipment that includes lawn mowers, weed eaters, pumps and saws;
- Performs ground maintenance duties;
- Performs building maintenance duties such as minor carpentry and painting, when necessary;
- Performs daily safety checks on equipment; ensures vehicle and equipment maintenance and cleaning;
- Responds to and participates in emergency calls;
- May operate City vehicles in the performance of duties or to attend training programs;
- Performs other related duties, as assigned.
- Trains, supervises, and mentors Community Service work crews;
- Coordinates work schedules and crew assignments with the Court Clerk to effectively respond to routine and emergency responsibilities;
- Supervises, monitors and evaluates work of community service work crews; assigns jobs to crew members; monitors workers engaged in maintenance, cutting grass on City grounds, rights-of-way, sidewalks, and in parks; and assists crew as needed;
- Instructs crew workers on proper work procedures, safety precautions, and other issues to perform assigned work;
- Secures work zone for crew including proper signage and traffic control;
- Ensures crew is properly equipped for each job;
- Regularly inspects roadway to check for needed maintenance;
- Responds to questions and complaints from the public involving community service program activities and needs;
- Purchases materials and supplies as needed under approved department guidelines;
- Advises and provides recommendations to the Court Clerk pertaining to building and grounds maintenance;

- Maintains necessary paperwork and electronic reporting of Community Service Program work hours for the assigned workers and crews to report to the Court Clerk;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of City and department policies and procedures;
- Extensive knowledge of roads, buildings and grounds, and landscaping maintenance methods, practices and procedures;
- Knowledge of geography of the City;
- Knowledge of equipment used in road maintenance and its safe and efficient operation, safe work methods in traffic;
- Knowledge of basic computer programs and office productivity programs;
- Knowledge of the use, care and handling of hazardous materials;
- Skill in reading and understanding maps and blueprints;
- Skill in organizing, directing and managing maintenance programs/services;
- Ability to follow established safety rules and departmental policies and procedures.
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain effective working relationships with Community Service Program Workers, City employees and the general public;
- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner;
- Ability to lift and carry heavy objects (10-100 lbs.) and bend, squat, twist, crawl, and/or climb on a daily basis;
- Ability, to work in a variety of extreme weather conditions for an extended period of time;
- Be available and able to respond seven days a week, 24 hours a day for system emergencies as needed.
- Skill in operating front-end loader, backhoe, excavator, motor grader to scrape roads and clean out ditches as well as other heavy equipment;
- Ability to understand, interpret and explain laws, regulations and policies governing the Community Service Program;
- Ability to identify and analyze problems and implement operational changes using independent judgment;
- Ability to communicate effectively orally and in writing;
- Ability to determine the appropriate course of action in emergency or stressful situations;
- Ability to demonstrate tact and diplomacy, particularly when dealing with the public;
- Ability to communicate effectively with work crews, co-workers, the general public and members of diverse cultural and linguistic backgrounds.

Supervisory Controls: Work is assigned by the Court Clerk in terms of department goals and objectives. Work is spot-checked and reviewed for accuracy and nature and propriety of final results.

Guidelines: Guidelines include City and departmental rule and regulations, Georgia Department of Transportation policies and procedures, specific City Court regulations regarding work crews, and other relevant local and state codes and ordinances.

Complexity: The work consists of a moderate set of skilled maintenance and supervisory work.

Scope and Effect: The purpose of this position is to plan, organize and direct maintenance and construction activity.

Personal Contacts: Contacts are typically with Community Service Program workers, co-workers, public safety officials, elected and appointed officials, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

Physical Demands: The employee regularly walks, stands, or stoops, occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 80 pounds; ascends or descends ladders, scaffolding, ramps, poles, and the like; uses tools or equipment requiring a high degree of dexterity; regularly drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; and must be able to distinguish between shades of color.

Work Environment: Work exposes incumbent to conditions such as fumes, noxious odors, dust, mist, gases, and poor ventilation; work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and work requires the use of protective devices such as masks, goggles, and gloves.

Supervisory and Management Responsibility: Supervises a crew of equipment operators and laborers as assigned by the Court Clerk.

Minimum Qualifications:

High School diploma or equivalency (GED) required. Associate's degree or two (2) years of technical coursework; five (5) years of progressively responsible experience in repair and maintenance or other similar experience in routine maintenance and supervision of others is preferred; must possess or obtain a valid State of Georgia Class 4 driver's license; equivalent combination of education and experience.